

Title: Health and Safety Management Arrangements	
Parent: General Statement of Health and Safety Policy	Procedure Ref: HS/PR-001/v2
Date of Issue: January 2022	Procedure Author: WRM



Amendment Record

Any amendments made to the Health and Safety Management Arrangements will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or St Francis School, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Details of amendment made	Change by
28.02.18	II. Organisation	Name change in flowchart.	S Frost (WRM)
July 2021	Annual Review	Re Dated	T Brearley WRM
Jan 2022	Change of Headmaster and redate		T Brearley WRM

I. Health and Safety Management

The General Statement of Health and Safety Policy sets out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our employees, initially through our induction training and our Health and Safety Handbook. We will also monitor progress towards these objectives at senior management level and we will review them annually in consultation with our employees and other interested parties.

The policy is supported by our health and safety management system which details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

We have appointed Workplace Risk Management Ltd. as our external risk management advisors who are responsible for providing the framework for our management system, giving expert advice and for monitoring our progress towards the standards we have set ourselves; WRM also serve as our competent persons.

To meet the objectives of our health and safety policy we have established and implemented clear responsibilities for health and safety; see the organogram in Part 2.

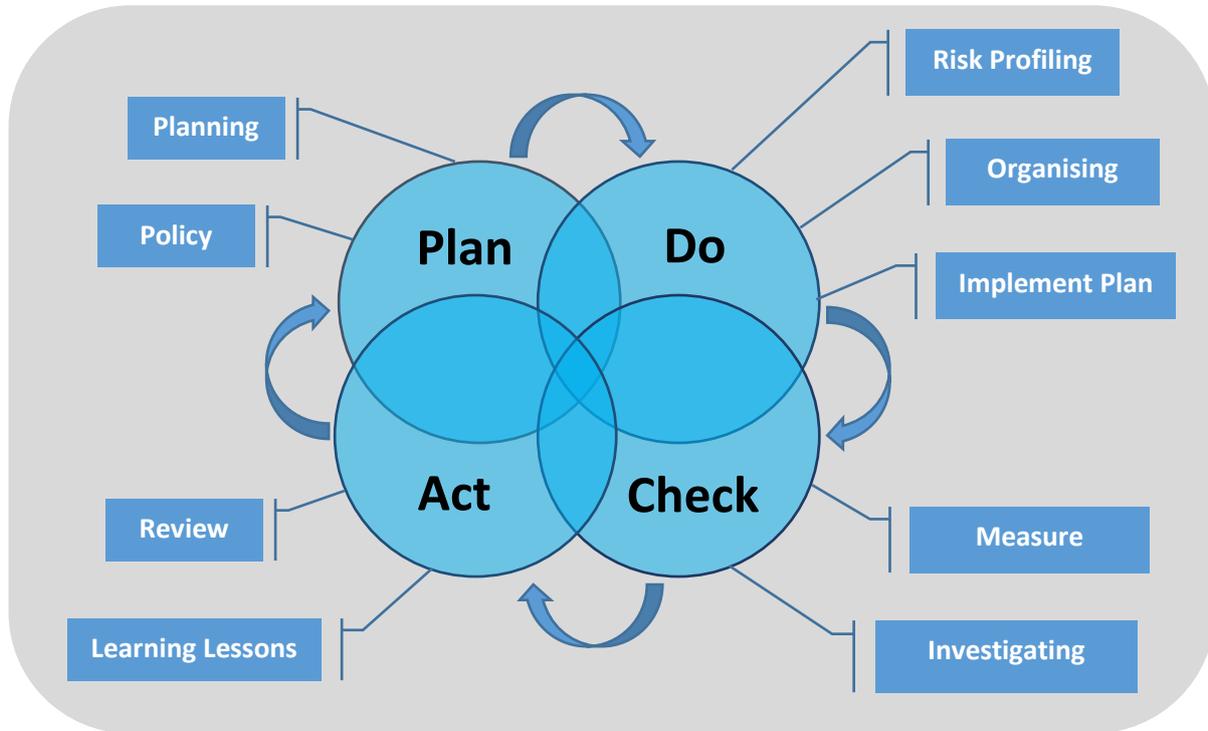
We are aware that senior managers within the school are individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to the Estate Manager. We have appointed the Headmaster as the person with overall responsibility for health and safety.

The Headmaster is supported by the Estate Manager who is responsible for managing health and safety matters on Estate Manager will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees; therefore, we have established clear lines of communication and encourage our employees to cooperate with us in achieving our objectives. We have established a clear policy on consultation.

We recognise that the key to successful health and safety management is to ensure each employee is competent to carry out their responsibilities. To this end we have developed and implemented a training policy which clearly defines who is responsible for training and identifies what training each individual need, based on the results of our risk assessments. Each individual's training requirements are identified in a training matrix, and this is supported by general responsibilities contained in the Health and Safety Handbook and individual work instructions for specific tasks and processes.

David Lee
Headmaster

St Francis School has a legal duty to put in place suitable arrangements to manage health and safety. The diagram below summarises St Francis Schools model of managing health and safety (HSG65). This is not a once-and-for-all action, the cycle will need to be repeated as part of ongoing health and safety management.



Health and safety documentation is arranged in 4 parts:

1. General Statement of Health and Safety Policy.
2. Health and Safety Management Arrangements:
This contains everyone’s health and safety roles and responsibilities.
3. Health and Safety Policies and Procedures:
This contains the practical guidance on how to implement specific health and safety policies.
4. Health and Safety Forms and Records:
Forms and records which are to be used in conjunction with the specific policies and procedures.

Where can I get help?

<p>Teresa Brearley Operations Director mobile 07854 576 006 e-mail teresa@workplace-rm.com</p>	<p>Simon Brearley Managing Director mobile 07807 493820 e-mail simon@workplace-rm.com</p>
<p>Workplace Risk Management Ltd., 30-32 Main Street, Nailstone, Nuneaton, Warwickshire, CV13 0QE</p>	
<p>T: 0845 260 4242 W: www.workplace-rm.com</p>	

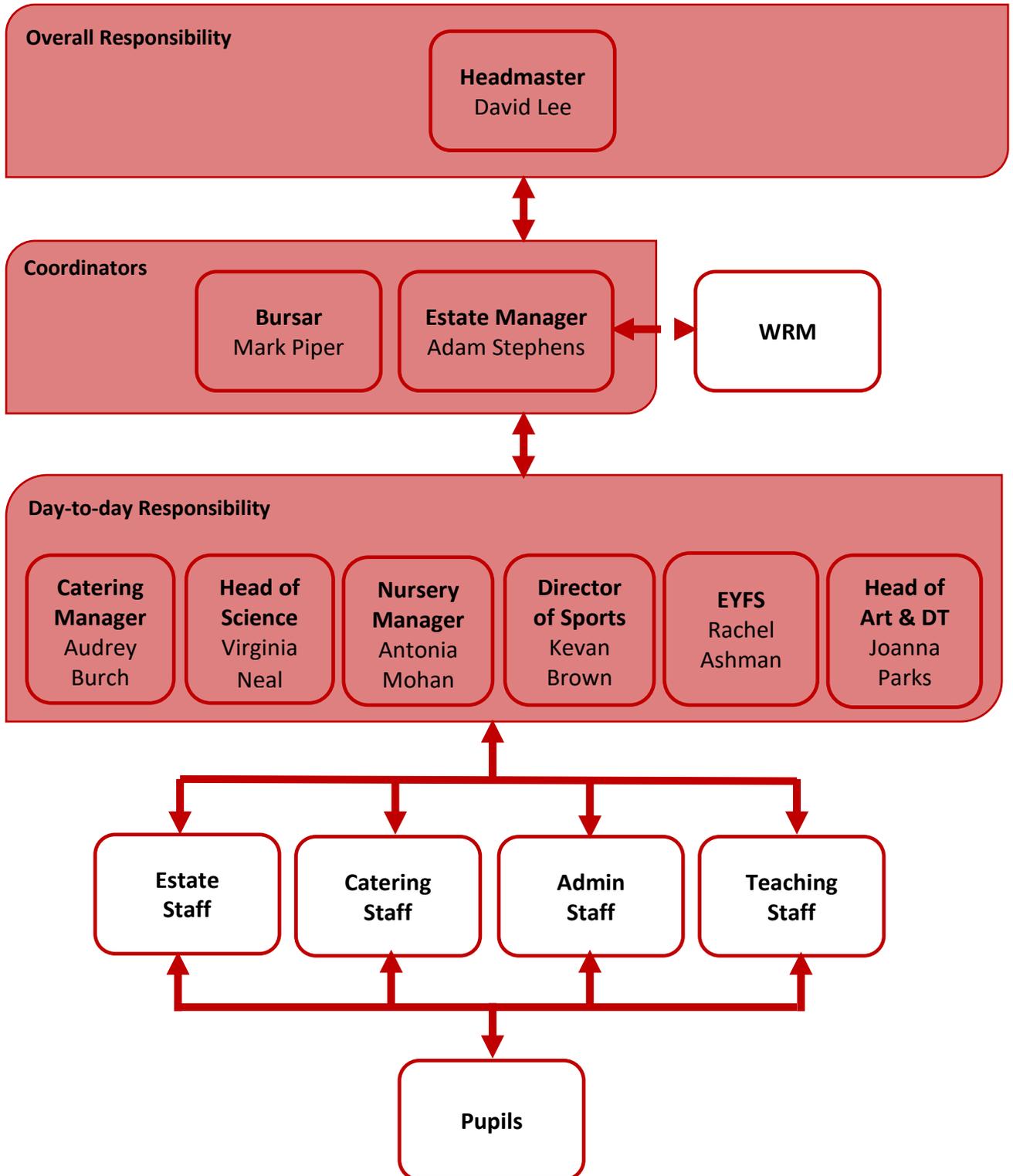
You can contact the above people if you need help with any health and safety or fire safety issue.

To enable us to provide support and advice to you as soon as possible, you should contact us immediately in the event of any of the following:

- Fire;
- Accident;
- Visit by your local Environmental Health Officer; or
- Visit by your local Fire Officer.

II. Organisation

The simple organisational chart below shows the school’s arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed on the following pages.



III. Responsibilities for health and safety

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

Person with overall responsibility:	Headmaster
Appointed Health and Safety co-ordinator:	Estate Manager Bursar
Person(s) with day to day responsibility:	Catering Manager Head of Science Nursery Manager Director of Sports Head of EYFS Head of Art & DT

Key	
HM	Headmaster
EM	Estate Manager
BR	Bursar
CM	Catering Manager
HoS	Head of Science
NM	Nursery Manager
DS	Director of Sports
EYFS	EYFS
HAT	Head of Art & DT

Specific Policies & Procedures	Individual Responsibilities									
	HM	EM	BR	CM	HoS	NM	DS	EYFS	HAT	
Accident & Incident Reporting & Investigation	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Asbestos		✓								
Construction Project (Construction (Design and Management))		✓								
Consultation	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Contractor Management		✓								
Control of Substances Hazardous to Health		✓		✓	✓				✓	
Disability Discrimination	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Drugs & Alcohol Misuse		✓	✓	✓	✓	✓	✓	✓	✓	
Display Screen Equipment (DSE) at Work		✓	✓	✓	✓	✓	✓	✓	✓	
Electrical Safety		✓								
Emergency Arrangements	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Specific Policies & Procedures	Individual Responsibilities								
	HIM	EM	BR	CM	HoS	NM	DS	EYFS	HAT
Enforcement Authority Visits	✓	✓	✓	✓	✓	✓	✓	✓	✓
First Aid at Work		✓	✓	✓	✓	✓	✓	✓	✓
Gas Safety		✓							
Health Safety & Welfare in the Workplace	✓	✓	✓	✓	✓	✓	✓	✓	✓
Information, Instruction and Training	✓	✓	✓	✓	✓	✓	✓	✓	✓
Legionella Management		✓							
Lifting Operations and Lifting Equipment		✓							
Lone Working		✓	✓	✓	✓	✓	✓	✓	✓
Manual Handling		✓	✓	✓	✓	✓	✓	✓	✓
New and Expectant Mothers		✓	✓	✓	✓	✓	✓	✓	✓
Managing Stress in the Workplace		✓	✓	✓	✓	✓	✓	✓	✓
Occupational Health		✓	✓	✓	✓	✓	✓	✓	✓
Permit to Work		✓							
Personal Protective Equipment (PPE)		✓		✓	✓				✓
Provision and Use of Work Equipment		✓	✓	✓	✓	✓	✓	✓	✓
Risk Assessment	✓	✓	✓	✓	✓	✓	✓	✓	✓
Transport Safety		✓							
Working at Height		✓							
Young persons at Work		✓	✓	✓	✓	✓	✓	✓	✓

Headmaster

The Headmaster has overall responsibility for the formulation and implementation of the school's health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
2. Considering health and safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of Governors meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the school, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis.

Signature: David Lee

Date: January 2022

Workplace Risk Management Ltd (Health and Safety Consultants)

Workplace Risk Management Ltd, in agreement with management, provides the following services:

1. Development of our documentation throughout the period of our contract and keeping it updated for:
 - Changes in Health and Safety legislation relevant to us; and
 - Organisational changes which affect our management system.
2. A general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk.
3. A consultant visits, to train senior managers and to support our implementation of this Policy by:
 - Assisting us to complete specific risk assessments;
 - Providing further training, as agreed, on relevant agreed topics;
 - Reviewing and auditing our health and safety procedures and legal compliance; and
 - Providing advice on implementing changes and system procedures.

Workplace Risk Management is also contracted to:

4. Fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues.
5. Provide for us a telephone advisory service - available 24 hours per day, 365 days of the year.
6. Provide crisis help if we have a serious accident or incident involving the Enforcement Authorities.
7. Provide briefings to help keep us up to date with new and forthcoming legislation

Signed: *Simon Brearley*

Date: January 2022

Simon Brearley – Managing Director WRM